

**COUNTY OF SAN BERNARDINO
CALIFORNIA**

Corrective Action Plan

Year ended June 30, 2007

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Finding 2007-02

Program: Temporary Assistance to Needy Families

CFDA No: 93.956

Compliance Requirement: Allowable Costs

Department's Response

We concur.

Corrective Action Plan

The Transitional Assistance Department (TAD) implemented an automated process for submitting time and labor reports (e-Time) in July 2007. Implementation of this automated system should reduce any future mismatch of reported time, with the Time Studies. The County also previously implemented a formal monitoring plan, including sampling time studies throughout the year. Additionally, TAD implemented corrective actions at the Deputy and Manager level for review of the e-time and Time Study in October 2007. Staff who have verified errors (mismatched time) in consecutive time study quarters are required to meet with the Director to explain, and provide corrective action steps. These preventive controls will help ensure the accuracy of the time study summary reports and the amounts claimed for reimbursement for each of the federal programs.

Name of Responsible Person: Nancy Swanson, Director

Name of Department Contact: Linda Kjeldgaard, Supervising Accountant III

Projected Implementation Date: Implemented

COUNTY OF SAN BERNARDINO, CALIFORNIA

Corrective Action Plan

Year ended June 30, 2007

Finding 2007-03

Program: HOME Investment Program

CFDA No: 14.239

Compliance Requirement: Subrecipient Monitoring

Department's Response

We concur.

Corrective Action Plan

The Department of Community Development and Housing (CDH) agrees with the recommendation. CDH monitored the Housing Authority for fiscal year 2006-07, on February 20 through February 28, 2008 and has implemented the following procedure: CDH will be scheduling monitoring of the Housing Authority twice a year. We will audit 30 randomly selected client files in October and 30 client files in April, all from the prior fiscal year. These monitoring documents and the monitoring results will be kept on file and available for review in the Department. The Department is currently undergoing a reorganization plan that includes developing a designated monitoring section. This section will monitor all programs within the Department and will report any findings to the Director of the Department. This section will be responsible for maintaining a schedule that will satisfy all federal, state, and local monitoring requirements.

Name of Responsible Person: Tom Ramirez, Supervising ECD Analyst

Name of Department Contact: Tom Anderson, Administrative Supervisor I

Projected Implementation Date: Implemented

COUNTY OF SAN BERNARDINO, CALIFORNIA

Corrective Action Plan

Year ended June 30, 2007

Finding 2007-04

Program: WIA Cluster

CFDA No: 17.258, 17.259, 17.260

Compliance Requirement: Eligibility

Department's Response

We concur.

Corrective Action Plan

The Department of Workforce Development now has a policy in place that all WIA cases have to be reviewed by the appropriate supervisor within 30 days of the enrollment date. The Department also started internal Quality Assurance (QA) reviews in October of 2006. The procedure is to review 10 cases per worker per month for all workers with full caseloads and a smaller amount of cases for each worker with a reduced caseload. Each office supervisor receives a monthly report with the overall findings of the review and a Case Corrections form with individual errors noted by case name and case worker. Supervisors have two weeks to make corrections and return the completed Case Correction form to the AQ staff.

For a brief period of time at the beginning of FY 2006/07, the department did not have immediate supervisor oversight of some caseloads due to staffing changes. We believe the cases identified above were enrolled during this timeframe. With the shifting of supervisors, as well as the implementation of the 30-day rule and QA review procedures, it is our belief that the deficiency identified in this finding has been adequately addressed and will not be found in WIA cases enrolled in 2007 and forward.

Name of Responsible Person: Chanese Witcher, Staff Analyst II

Name of Department Contact: Janice Lindsay, Administrative Supervisor II

Projected Implementation Date: Implemented